



**United States**

**District of Minnesota**

**District Court**

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### **CAREER OPPORTUNITY**

Position: St. Paul Division Manager

Location: District of Minnesota  
St. Paul, MN

Salary Classification: CPS Level 28  
(2004 Level) Range: \$51,935 to \$84,454

Starting Salary: Depending on Qualifications

Closing Date: 5 PM on August 25<sup>th</sup>, 2006

#### **Overview of the District of Minnesota:**

The U.S. District Court, District of Minnesota, serves an 87-county area. The District has four staffed divisional offices located in Minneapolis, St. Paul, Duluth and Fergus Falls. There are 7 active district judges, 4 active senior district judges, and 6 magistrate judges. The Clerk's Office has a staff of over 60 employees.

#### **Introduction**

This position is located in the Clerk's Office of the District Court. The incumbent will coordinate all areas of the St. Paul Division including civil and criminal docketing, jury management, records management, cashiering and intake for the district. The incumbent will manage the St. Paul Office and will coordinate the operations, financial and administrative duties for the office.

## **Representative Duties**

Supervises the St. Paul Clerk's Office and coordinates all aspects of the Division.

Establishes and adjusts long-range schedules, priorities and deadlines for completion of work assignments.

Works with civil and criminal docket supervisors to coordinate work schedules for the division to facilitate workflow and to implement new or revised programs, functions, goals and processes.

Responsible for the management of court records, including sealed files.

Acts as consultant to court executives in the formulation, implementation and assessment of office practices, policies and procedures.

Acts as liaison for the Division in the areas of facilities information services, security, etc. on behalf of St. Paul Judges and staff.

Assists in the preparation of correspondence in reply to requests for information from attorneys, the media, representatives of other agencies and the public regarding Division matters.

Coordinates all St. Paul events involving courtrooms and is responsible for the oversight of events in the Division.

Reviews work performed by courtroom deputies and ensures implementation of standardized procedures pursuant to the Guide to Judiciary Policies and Procedures, Federal and local rules.

Manages all aspects of docketing and preparation of reports including periodic statistical analyses, maintains smooth, efficient processing of documents by emphasizing diversification of duties among docket clerks, and informs them of new procedures or statutes affecting processing and filing of cases and documents.

Implement and maintain a team-based environment.

Responsible for Clerk's Office work in the Division.

Assists with outreach efforts to the Bar regarding Operation's issues, particularly electronic filing.

Reviews and responds to the attorney messages in the ECF e-mail help desk.

Acts as a member of the management team in implementing court policies and procedures.

**Qualifications:**

- Thorough knowledge of the clerk's office and its function within the court system
- Thorough knowledge of all applicable procedural rules, including the Federal Rules of Civil and Criminal Procedure and the Local Rules of the Court
- Ability to communicate information accurately and in a timely manner to and from individuals within and outside the court unit
- Experience in supervising a variety of positions within an office environment
- Skill in use of the automated systems
- Candidate will have a combination of education and experience that demonstrates the skill, knowledge, and ability required for this position

**Benefits:**

Employees of the U.S. District Court are not classified under Federal Civil Service, but are entitled to similar benefits. These benefits include participation in the retirement system, health and life insurance programs, holiday and leave accrual, and periodic salary increases.

Qualified candidates may send or e-mail resume with cover letter to:

U.S. District Court  
Attn: Human Resources Manager  
U.S. Courthouse  
300 South Fourth Street, Suite 202  
Minneapolis, MN 55415  
hr-usdc@mnd.uscourts.gov

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